



SHORELINE AT MOUNTAIN VIEW
General Use Permit - Parking Lots A and B

3070 N. Shoreline Boulevard, Mountain View, CA 94043
650-903-6392

Please complete all information, write N/A in spaces that do not pertain to your event. Incomplete or illegible applications will not be processed and returned. Please submit all plans on 8½" x 11" paper indicating the proposed site set-up with this application. A non-refundable application fee of \$700 must be submitted with the application at least two (2) business days prior to event date. Make checks payable to "City of Mountain View." MasterCard and Visa credit cards are acceptable, please complete attached form. Keep in mind that acceptance of your application should in no way be construed as final approval or reservation of event. Dogs and other domestic animals including balloons are not permitted within Shoreline at Mountain View. For more information regarding the application process, please call Aischa Standing Crow or email aischa.standingcrow@mountainview.gov.

Event Information

Name of Event: _____

Date(s) of Event: _____

Event Time: _____ Time of Set-up: _____ Time of Take down: _____
(Available time 7:00 a.m. to dusk)

Location of Event within Shoreline at Mountain View: _____

Has this event ever been held at other location(s)? ☐ Yes ☐ No

If yes, where and when? _____

Description of Event: _____

Will there be an entry fee/admission charge? ☐ Yes \$_____ ☐ No

Anticipated total attendance (including volunteers/staff): _____

Applicant Information

Name of Primary Point of Contact (first, last) _____

Street Address _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell: _____ Business Phone: _____

E-mail address: _____

Name of Organization: _____ Tax ID: _____ Non-Profit? ☐ Yes ☐ No
Non-profit organizations must attach your IRS 501 (c)(3) tax exemption letter with application.

Business Street Address: _____

City: _____ State: _____ Zip: _____

Event will include:

Tents or Canopies? Size(s) _____ Quantity: _____ ☐ Yes ☐ No
Temporary Signage? Quantity: _____ ☐ Yes ☐ No
Electrical Generator(s)? Quantity: _____ ☐ Yes ☐ No
Food provided? (No cooking on site) Describe _____ ☐ Yes ☐ No
First Aid Stations: Quantity _____ Portable Toilets: Quantity _____ Trash Receptacles: Quantity _____
Description of any other activities at the event: _____

Permit Review Shoreline is a 750-acre recreation and wildlife area. Permits will be reviewed for possible impacts to the general public and sensitive species; therefore requested routes/set-ups may need to be changed to avoid such impacts.

Prohibited Activities shall include vehicle or equipment maintenance, washing, spraying and cleaning vehicles or equipment. Other restrictions include balloons, alcohol, BBQ's, food trucks, dogs and other domesticated animals on-site or left in vehicles.

NOTE: THIS IS A NON-EXCLUSIVE RENTAL.

Illustrative Site Plans A site plan of event area including the locations of equipment and activities **MUST** be submitted with application. Please include:

-Stage -Water stations -Portable Restrooms -First Aid/Emergency Station
-Generator(s) -Tents/Canopies -Electrical cord layout -Food Tables/Registration Tables

Insurance

A certificate of insurance, workers compensation and policy endorsement naming the City of Mountain View, its officers, officials, employees, agents, volunteers, contractors and employees as additional insured in the amount of One Million Dollars (\$1,000,000) is required. The certificate(s) and endorsement(s) are due two (2) business days prior to the event. If portable restrooms are deemed necessary for your event, additional certificate of insurance and endorsement from Rental Company is required for restrooms to be delivered on City property with \$1,000,000 General Liability and auto coverage naming the City of Mountain View, its officers, officials, employees, agents, contractors and volunteers as additional insured. Failure to submit all documents will result in permit revocation and event cancellation.

Certification

Permittee agrees to indemnify, defend and hold harmless the City of Mountain View, its officers, officials, employees, agents, volunteers and lessees from any and all liability (including attorney's fees) arising out of injury to persons or property occurring as a result of the activity sponsored by permittee. Permittee shall also be liable to City for any and all damage to grounds, facilities and buildings at Shoreline which are owned by the City or its lessees resulting from the activity of permittee or caused by any participant in said activity.

I have read and understand the attached policy, rules, regulations and conditions governing the use of Shoreline and agree to abide by them.

Signature of applicant _____ **Date** _____

Office Use Only

Approved Denied Approved with attached conditions Rules & regulations included Check/Credit Date _____

(Circle One)

Comments _____

Date: _____ By: _____



Community Services Department • Shoreline Division
3070 N. Shoreline Blvd • Post Office Box 7540 • Mountain View, CA 94039-7540 • 650-903-6392 • FAX 650-962-1102

Credit Card Authorization Form

I, _____, authorize Shoreline at Mountain View to charge
my credit card below:

PAYMENT	
<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard
Amount: \$ _____	
Check one or both (if applicable)	
Lot A <input type="checkbox"/> Lot B <input type="checkbox"/>	
(\$700 per lot & day)	
Credit Card # _____ - _____ - _____ - _____	
Expiration Date ____ / ____	
3-digits on back of card ____	
Name as it appears on Credit Card: _____	
Address: _____	
City/Zip Code: _____	
Cardholder Signature _____	Date: _____

Reference _____, assigned to _____ Lot(s) parking area

Submit completed form by one of the following:

In-person

Shoreline at Mountain View
3070 N. Shoreline Blvd.
Mountain View, CA 94040

Fax

(650) 962-1102

E-mail

aischa.standingcrow@mountainview.gov

Office Use Status

Transmittal C/R Desc SHRSE _____